

## Beit Am Building Use Checklist

### Before the event:

- Review Building Use Policy and Kitchen Policy (if food will be served).
- Complete Facilities Use Request Form and Rental Agreement and submit to Beit Am Administrator
- Pay necessary deposit or fee.
- If outside contractors will be used, provide proof of liability insurance coverage.
- Arrange child care if necessary for event.
- Assign greeters, ushers, parking guides, etc.
- List event in Beit Am newsletter if appropriate (deadline is 15<sup>th</sup> of month).
- Identify person who will serve as the authorized Beit Am representative at the event. (This individual must be trained in Beit Am safety and security procedures, including use of the security and alarm system.)
- Arrange for security if appropriate.
- Obtain training for opening or closing operable walls or arrange for an authorized person to do so.
- If alcohol is to be served for other than ceremonial purposes, ensure that event will comply with OLCC regulations. Provide Beit Am Office with proof of liability insurance for liquor service.
- If an outside caterer is used, ensure they are familiar with Beit Am kitchen and building policies.
- If an outside photographer is used, ensure they are familiar with Beit Am building policies.
- Verify that attendance will not exceed building capacity of 224.
- Verify that parking will not exceed 40 cars; otherwise work through Beit Am LDS liaison (building operations portfolio holder) to arrange overflow parking in LDS lot.
- Obtain Board approval for use by outside group or if event is open to the general public (Board meets monthly).
- Provide compostable plates, glasses, utensils, etc. if appropriate.
- Obtain temporary restaurant permit if required.
- Adjust heating or A/C if necessary.

### After the event:

- Restore building set-up to previous condition (store tables and chairs, return equipment to proper location, arrange chairs and tables in sanctuary, social hall, and deck for normal use, etc.).
- Confirm that the Aron and the sanctuary storage closet are locked.
- Kitchen clean-up (if food is served):
  - Do not put food waste, coffee grounds, etc. through the garbage disposal – our septic system could easily be overloaded. Instead, scrape dishes to put food waste into the organic recycling container.
  - Launder Beit Am linens on site within 48 hours and put away.
  - Wash Beit Am dishes in dishwasher (remain on site while dishwasher is operating) and put away.
  - Place trash and recyclables in outdoor receptacles on northwest porch. Remove from site any trash that does not fit in receptacles. Compostable tableware must be removed from site to be composted.
  - Remove all leftovers from site.
  - Sweep and mop kitchen and serving area.
  - Clean inside of oven and range top if necessary.
  - Empty, unplug, and clean small appliances.
  - Clean sinks; wash and rinse counter tops.
- Clean bathrooms.
- Clean floors – vacuum carpets, sweep and mop foyer.
- Remove items brought in from outside (flowers, photo displays, a/v equipment, etc.).
- Final check by last person out:
  - No people left in building?
  - Oven and range top elements are off?
  - Small appliances are unplugged?
  - Heating or A/C settings restored to normal?
  - Windows and exterior doors closed and locked?
  - Lights and exhaust fans off?
  - Entry door locked?
  - Alarm armed?